



Announcing

Department of Public Instruction School Nutrition Pre-Review Workshops

Your opportunity for a review/update on regulations and to meet the School Nutrition Team members conducting this year's evaluations!

LOCATIONS AND DATES

Tuesday October 26, 2010

Lincoln High School
1433 8th Street
Manitowoc, WI 54220

Tuesday November 9, 2010

Neillsville Middle School
504 East 5th Street
Neillsville, WI 54456

Wednesday, November 10, 2010

Regis High School
2100 Fenwick Avenue
Eau Claire, WI 54701

All workshops start promptly at 4:15 p.m. and end at 6:45 p.m.

Register online for the location of your choice.

Unable to attend one of these Pre-Review Workshops?

Participate in MS Live Meeting presentations to receive the Pre-Review Workshop information via your computer.

Both presentations will be archived for viewing 24/7.

Tuesday November 16, 2010 1:45 to 3:00 p.m.

General Session, Free and Reduced Price Meal Eligibility Process, Verification, and Meal Counting and Claiming Procedures

Wednesday November 17, 2010 1:45 to 3:00 p.m.

Planning and Serving Reimbursable Lunches/Breakfasts and School Meals Initiative Nutrition Assessment (Food Based Menu Planning System)

Provide your email address to obtain specific information and the direct link to participate in one or both of the MS Live Meeting presentations.

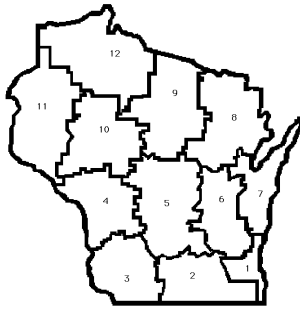
☐ I am interested in participating in the **MS Live Pre-Review Workshop(s)**.

Name: _____ School/District: _____

Email Address: _____

(Distinguish upper and lower case)

Fax to Cindy Loechler at 608-267-0363 or email to cynthia.loechler@dpi.wi.gov



2010 PRE-REVIEW WORKSHOPS

For School Agencies Participating in School Nutrition Programs in Upper CESA #4, CESA #7, and CESA #10

✓ Why should you attend?

USDA regulations for the federal school nutrition programs require on-site management evaluations every five years. The DPI School Nutrition Team will be conducting evaluations for school agencies in Upper CESA #4, CESA #7, and CESA #10 during the **2010-2011 school year**. The evaluations will focus on the federally mandated Coordinated Review Effort (CRE) and the School Meals Initiative for Healthy Children (SMI) nutrition assessment. The workshops are intended to update school agency personnel on requirements for positive evaluation outcomes. There have been numerous School Nutrition Team regulation changes since the previous evaluations. The workshops will provide an opportunity to determine if your school agency is in compliance and to meet the consultant assigned to your school agency for evaluation.

✓ Who should attend?

The workshops are provided without charge and are **designed for staff involved in the administration and management of the school nutrition programs**, including but not limited to:

- school food service managers/directors & food service staff,
- school administrators/principals,
- business managers/bookkeepers, and
- other administrative/support staff with free and reduced price meal application approval and/or verification responsibilities.

✓ What if we purchase meals from a vendor or another school?

Personnel/volunteers from schools purchasing meals from a vendor or another school are urged to attend. The breakouts pertaining to determining free and reduced price meal status and point of service meal counting procedures are most beneficial. It is also your school's responsibility to check the menus and meal deliveries to ensure that the required food items are provided. Staff/volunteers will learn about the menu planning requirements and offer versus serve if they attend the breakouts "Planning and serving reimbursable lunches" and/or "Planning and serving reimbursable breakfasts".

✓ Which breakout sessions should we attend?

Please plan for adequate staff to cover concurrent breakout sessions. Refer to the "Who Should Attend" column listed for each of the breakout sessions on the next page of this mailing.

A session is offered for those putting together the menu packets needed for the SMI nutrition assessment. Packets containing necessary information will be accepted at the breakout. Submitting your packet early allows completion of the nutrient analysis prior to your evaluation date.

(over)

✓ **How do we register?**

Three fall workshops have been scheduled at locations and dates as specified on the announcement page. Online registration is recommended. Follow the enclosed Training Registration Website Instructions. You will need to register each person from your school agency who is attending the workshop.

If you are unable to register online, please request a paper registration form by contacting Cindy Loechler at 608-266-5185 or at cynthia.loechler@dpi.wi.gov.

✓ **What if we cannot attend any of the Pre-Review Workshops, are not able to attend all the breakout sessions during the on-site training or would like to hear the information again?**

The Pre-Review Workshop will be presented in two MS Live meeting presentations. You will be able to participate via your computer during the live presentations or view the archived presentations available on the Training Opportunities webpage after November 17th. Provide an email address by completing the bottom portion of the Announcement Page and fax to Cindy Loechler at 608-267-0363 or email to cynthia.loechler@dpi.wi.gov to receive specific information and direct link to participate in either or both of the MS Live Meetings.

Tuesday, November 16, 2010 1:45 to 3:00 p.m.

Topics Covered:

1. General Session
2. Free and Reduced-price Meal Eligibility Process
3. Verification
4. Meal Counting and Claiming Procedures

Wednesday, November 17, 2010 1:45 to 3:00 p.m.

Topics Covered:

1. Planning and Serving Reimbursable Lunches
2. Planning and Serving Reimbursable Breakfasts
3. SMI Nutrition Assessment (Food Based Menu Planning)

✓ **Still have questions?**

Contact Cindy Loechler at 608-266-5185 or at cynthia.loechler@dpi.wi.gov.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights (Office of Adjudication), 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). In the Midwest Region please notify the Regional Director, Civil Rights/EEO, 77 W. Jackson Blvd., FL 20, Chicago, IL 60604-3591 or call (312) 353-3353. USDA is an equal opportunity provider and employer.

**Department of Public Instruction
SCHOOL NUTRITION TEAM
PRE-REVIEW WORKSHOP - FALL 2010**

AGENDA

- 4:00 - 4:15** Registration and networking
- 4:15 – 5:00** General Session: Overview of the review process
- 5:10 – 5:40** Session 1 (Choose one from the six breakouts listed below)
- 5:45 – 6:15** Session 2 (Choose one from the six breakouts listed below)
- 6:15 – 6:45** The School Nutrition Team is available for further questions and assistance.

A description of each breakout and suggestions on “Who Should Attend” are provided below.

Unless indicated during the General Session, all breakouts will be repeated.

The sessions are informal. Questions are welcomed.

Time	Breakouts to Select From	Who Should Attend
Session 1 5:10 – 5:40	Free and reduced-price meal eligibility process – Learn keys for making correct eligibility determinations and how to document benefit issuance.	Designated determining and confirming officials and those who assist with issuing free and reduced price meal benefits
Session 2 5:45 – 6:15	Verification of free and reduced price meal benefits – Update on three sampling methods. Required Verification Summary Report - due November 15th each school year. Learn about the verification process & receive resources.	Designated verifying officials and those who assist with completing the verification process
	Meal counting and claiming procedures – Point of service meal counting, edit checks, and claim consolidation procedures; annual monitoring requirement for schools with more than one serving site.	Cashiers, bookkeepers, food service directors/managers and support staff who obtain meal counts and/or submit claims
	Planning and serving reimbursable lunches (Food-Based Menu Planning Systems) – Documenting compliance with menu planning and daily production record keeping requirements; effective monitoring of reimbursable lunches.	Menu planners, food service personnel and others who maintain production records and/or monitor for reimbursable lunches on the serving line
	Planning and serving reimbursable breakfasts (Food-Based Menu Planning Systems) – Documenting compliance with menu planning and daily production record keeping requirements; effective monitoring of reimbursable breakfasts.	Menu planners, food service personnel and others who maintain production records and/or monitor for reimbursable breakfasts on the serving line
	SMI nutrition assessment (Food Based Menu Planning Systems) – Discussion of what documents are needed for a complete SMI review menu packet. Complete packets may also be submitted at this session. Refer to the special mailing dated September 20, 2010 for detailed information about the packet needed for the SMI nutrition assessment.	Menu planners and food service personnel responsible for gathering necessary items for SMI nutrition assessment packet
6:15 – 6:45	School Nutrition consultants will remain in their breakout rooms. Use this time to: <ul style="list-style-type: none"> ▪ Obtain information if your job responsibilities are in more than two areas ▪ Ask additional questions that were not addressed during the breakouts and/or ▪ Meet the consultant(s) who will be conducting your agency’s review. If you are using Nutrient Standard Menu Planning (NSMP), meet with one of the Public Health Nutritionists to review the SMI process for your school agency.	

2010 PRE-REVIEW WORKSHOPS

Training Registration Website Instructions

Note: Online registration results in your name and information becoming public information. If you'd prefer keeping your registration information confidential, please request a paper registration form (see below).

How to register online:

1. Go to <http://dpi.wi.gov/fns/training.html>.
2. Scroll down to the School Nutrition Programs section and look for the bullet point for **Pre-Review Workshops**.
3. Click on "Register Now" - The **Pre-Review Workshops** registration webpage will open.
4. Click on "Click Here to Register Now". View page to ensure your name does not already appear on the registration list.
5. Scroll down to the bottom of the page and click on the "Register" button. If more than one participant from your school/district is attending, you will need to register each participant separately.
6. Fill out Registration Form **using the Tab key** to move to the next box.
 - If you do not have an email address enter none@none.com so you will be able to proceed.
 - Do you work for a Public School district? Select your district from the drop-down list.
 - Do you work for a Private School/Other Organization? Type in the name, city **and agency code** of your school/other organization in the box following this selection.
 - Click on the box in front of the location you would like to attend.
 - Click on "Submit Registration". At the top of the registration page in green you should see "New Registration was successful..." No confirmation letter will be sent.
 - To register another participant, click on "Step 1: Check Registration" at the top of the page, scroll down to the bottom of the page, click on the "Register" button and follow the above steps for each participant you are registering.
7. To verify registration(s): Click on "Step 1: Check Registration" at the top of the page. You should see your name(s) on the roster. If you click on your name(s) you will go back to the registration page with the Pre-Review Workshop at the location you selected highlighted.
8. Close your internet browser - you are registered. Again, no confirmation letter will be sent.

How to change locations or drop your entire registration:

Send an email to cynthia.loechler@dpi.wi.gov or call 608-266-5185 and provide the following information:

1. your name as it appears on the training registration and
2. the name of the workshop location you want to change or drop.

Unable to register online or do you prefer to keep your registration information confidential?

Request a paper registration form by contacting Cindy Loechler at 608-266-5185 or at

cynthia.loechler@dpi.wi.gov